



## USAID ANNOUNCEMENT NUMBER: 101-2013

**OPEN TO** : All Interested Candidates/All Sources  
**POSITION** : [FSNI Investigator \(RIG/OIG\), FSN-11](#)  
**OPENING DATE** : May 8, 2013  
**CLOSING DATE** : May 22, 2013  
**WORK HOURS** : Full-time; 40 hours/week

The U.S. Embassy in Port-au-Prince is seeking an individual for the position **FSNI Investigator (RIG/OIG)**, in the **OIG/OFFICE OF INSPECTOR GENERAL**.

**BASIC FUNCTION OF POSITION:** *The incumbent serves as a Locally Employed Staff (LES) Investigator, responsible for conducting investigative work in the Regional Office of the Inspector General (RIG) El Salvador, Office of Investigations (RIG/I), in the Port-Au-Prince, Haiti Office. The incumbent, who works under the direction of either the Assistant Special Agent in Charge (ASAC) or the Special Agent in Charge (SAC) in Washington, D.C., has duties and responsibilities that are designed to support the investigative program of the El Salvador RIG/I in Haiti. The mission of the Office of Inspector General is to promote and preserve the efficiency, effectiveness, and integrity of USAID. To that end, RIG/I Haiti Office is primarily responsible for receiving allegations and conducting inquiries, and investigating allegations or matters of possible fraud, waste, and abuse in the USAID Programs in Haiti.*

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: [pappersonnel@state.gov](mailto:pappersonnel@state.gov)

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required. Bachelor's level or higher education level is highly desired. Preferably in accounting, finance, business administration, criminal justice or law.
2. Progressively responsible experience in performing investigative work related to government activities and or/employee integrity matters is required. Prior USAID experience and/or experience with implementation of foreign assistance projects, the administration of U.S. Government contracts, and knowledge of financial management and/or closely related areas are highly desired.
3. A minimum of five years investigative experience is required. This may include military, police, or private organizations.
4. Fluent in speaking, reading, and writing English is required. Fluent in speaking, reading, and writing Creole is also required. Fluent in speaking, reading and writing French is desirable.
5. A thorough knowledge of local political, social, and cultural customs and practices is required. Familiarity with U.S. criminal and civil laws, rules of evidence, and rules of criminal procedures is

desired. Working knowledge of the host country legal and criminal justice system, and its law enforcement procedures is required. Familiarity with USAID rules and regulations is desirable.

## **SELECTION PROCESS**

It is essential that the candidate specifically address the required qualifications above in the application.

## **TO APPLY**

### **INTERESTED CANDIDATES FOR THIS POSITION MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**3A.** If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number (if known)
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I.** U.S. Social Security Number and/or Identification Number
- J.** Eligibility to work in the country (Yes or No)
- K.** Special Accommodations the Mission needs to provide
- L.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M.** Days available to work
- N.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O.** U.S. Eligible Family Member and Veterans Hiring Preference
- P.** Education
- Q.** License, Skills, Training, Membership, & Recognition
- R.** Language Skills
- S.** Work Experience
- T.** References

### **SUBMIT APPLICATION TO**

Human Resources Office

American Embassy, P-au-P, Haiti, P.O Box 1761

Ref.: FSNI Investigator (RIG), FSN-11; FP-4\*

Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/haiti/231771/PDFs/ds-174application-form.pdf>

E-Mail: [pappersonnel@state.gov](mailto:pappersonnel@state.gov)

CLOSING DATE FOR THIS POSITION: **May 22, 2013**

The US Mission in Port-au-Prince provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

CLEARED BY : \_\_\_\_\_  
*Jon Schofield, OIG/ OFFICE OF INSPECTOR GENERAL*

FUNDS AVAILABILITY : \_\_\_\_\_  
*Jon Chasson, Regional Inspector General (USAID)*

APPROVED BY : \_\_\_\_\_  
*Diane Moore, Supervisory Executive Officer (USAID)*

: \_\_\_\_\_  
*Robert Young, Human Resources Officer*